

L.A.S. Copy

*Meetings
Filing Cabinets
3-3-20*

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, D. C. 20408

January 28, 1965

MEMORANDUM

TO: AGENCY RECORDS MANAGEMENT OFFICERS

A special meeting at which the White House moratorium on purchase of filing cabinets will be discussed is scheduled as follows:

DATE: Tuesday, February 2, 1965

TIME: 9:30 a.m.

PLACE: National Archives Building, Room 105

In addition to discussing GSA procedures for processing agency requests for filing cabinets we plan to cover methods which can be applied by agencies to meet its filing cabinet needs.

This special meeting does not supplant the one scheduled at the Library of Medicine, HEW, on February 10.

Please plan to attend or send an alternate who can speak for you.

Herbert E. Angel

Herbert E. Angel
Assistant Archivist for
Federal Records Centers

STAT

*1/28/65
He will attend this
Conference to
1/28/65*